



**Minutes  
NCA Steering Committee  
July 14, 2006, 9:00 a.m.**

**Present:** Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, Kathleen Enz Finken, Ted Gracyk, Michelle Malott, Liz Rowse, Teri Walseth, Karla Wenger

**Minutes:** Moved by Gracyk, seconded by Dalan to approve the minutes of June 23, 2006 as amended. The motion was approved unanimously.

**Timeline:** The proposed timeline for the Self-Study Report was reviewed and changes were proposed that would allow more time for Susanne Williams to prepare the first draft for review by the Steering Committee. White announced that Williams had volunteered to do more of the initial design formatting and to have Allen Sheets work on the final design. This arrangement will allow more time to share the report with the campus community. White added that a definite date for printing stills needs to be determined that will allow the report to be mailed by January 21, 2007. It was agreed to have Williams act as production manager and work with Sheets on the final design. A final timeline will be reviewed at the next meeting after Williams and Sheets meet.

**Next Meeting:** It was agreed to reschedule the next summer meeting to August 17, 2006, at 9:00-12:00 noon. White reminded Criterion Team (CT) chairs that team members not on duty during the summer should not be expected to attend meetings. They can volunteer to attend.

**Photos/Title:** White stated that Williams has offered to contact Darel Paulson to select photos to use in the report. She will bring them to the Steering Committee for review. It was added that if members know of photos available from other sources to let Williams know. Discussion of a title for the report was tabled until the next meeting.

**Additional Readers:** Strong stated that Vice President Midgarden reviewed the list of readers suggested at a previous meeting and agreed that the following: President Barden, the vice presidents, the academic deans, Jean Sando, and Criterion Team members should read the report. The report can be sent to the student senate president and bargaining unit presidents for review/comment if they desire. White and Strong will send a letter to each person alerting them that a copy of the report will be coming. Midgarden also suggested that MSUM exchange draft reports (read each institution's report) with St. Cloud State University and discuss the possibility of exchanging to do a mock visit.

**NCA Overarching Themes and People to Highlight:** Options to address the NCA Overarching Themes and ways to highlight selected individuals and/or programs was discussed. It was agreed to highlight items that have been strategically planned, demonstrate forward thinking, and are mission driven. Writing Across the Curriculum was given as an example. Discussion ensued on layout options and whether to place the information in boxes or sidebars in the report. It was

suggested there be 2-3 per chapter and these could also be used as “talking points” during campus preparation for the visit. Borchers volunteered to work with Williams and draft a few samples for review/discussion by the Steering Committee at the next meeting. Team co-chairs are to send ideas/suggestions to Borchers.

**Campus Preparation:** Discussion ensued on what, when and how to prepare the campus community for the visit. It was suggested that major points, both positive and negative, of the overall story developed in the report be extracted and used at every opportunity possible. The “talking points” need to be integrated into everything. Strong agreed to ask President Barden to address the visit in his remarks during the Opening Convocation. Team members will address the visit during their respective College meetings on August 21. The following were listed as goals:

- Awareness of the report and upcoming visit;
- Grasp core issues – what is accreditation;
- Need a brochure that clearly lists points/issues;
- Need campus to understand who and what the HLC and NCA are and why they are here;
- Use the report to help MSUM plan for the future;
- Expand our knowledge base of what is happening on campus and share;
- Need to expand communication formats beyond Continews – suggest team members help by talking with colleagues.

**Faculty Professional Development Day:** A format for the morning session was discussed and the following was determined:

1. Brief introduction.
2. Presentation on what has been happening – planning, budgeting, facility master plan, revision of liberal studies/Dragon Core, student success institute.
  - What’s been happening and where we are going
  - How it relates to the NCA visit and why these things are highly important
3. Break out groups with focused discussion leading to questions each group wants answered.
4. Panel (VPs Midgarden, Crockett and Wiese, Dean Jeppson, Jean Hollaar, Jean Sando, and Borchers) with White serving as moderator.
5. Wrap-up by President Barden.

White, Dalan, and Marla Smith agreed to be on the planning committee. It was suggested that a group photo of the entire NCA Self-Study Committee be taken.

**Evaluation Team:** It was agreed that space in Hagen Hall be used for the Evaluation Team instead of the Library Conference Room. Malott agreed to contact Dean Jeppson regarding use of rooms in the building. Discussion on assigning of staff to assist the Evaluation Team was tabled. It was added that efforts by all employees will be needed to be sure the campus is looking its best during the visit.

**Data Update:**

- Delaware Study: It is not complete - Borchers is working to collect the delinquent information. There will still be time to get it into the report.
- Student Survey: White distributed a handout containing the remaining information. She will submit an electronic copy for posting to the Resource Room.

**Extra Duty Days:** Members are to notify Strong of discrepancies in extra duty day pay.

**Introduction Chapter:** Committee members were reminded to send items for use in the Introduction Chapter to Strong.

**Next Meeting:** August 17, 2006, 9:00-12:00 in CB 208A.